

Retention and Classification Report

Agency: Department of Health. Bureau of Maternal and Child Health (625)
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Records Officer Christopher Furner

05451 *Administrative records
13301 *Children's closed medical charts
13304 *Follow-up medical records
23396 Immunization inventory records
05482 Maternal and children health conference records
26554 Perinatal mortality review records
05481 *Rheumatic fever case files

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 5451

3

TITLE: Administrative records

DATES: 1938-1950.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 13301

4

TITLE: Children's closed medical charts

DATES: 1976-1994.

ARRANGEMENT: Chronological

TOTAL VOLUME: 7.00 cubic feet.

DESCRIPTION:

Closed medical charts including correspondence, WIC voucher copies, WIC program certification and termination forms, medical history of infant or child, and nutrition history for infant and children in conjunction with the Women Infant and Children(WIC) program. The chart indicates enrollment status in the program, nutrition requirements of infant, and medical information concerning the infants health.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until closed and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 13301

TITLE: Children's closed medical charts

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 13304

4

TITLE: Follow-up medical records

DATES: 1987-1994.

ARRANGEMENT: Chronological by year, thereunder alphabetical by patient name

TOTAL VOLUME: 15.00 cubic feet.

DESCRIPTION:

Closed follow-up medical charts including correspondence, WCI vouchers copies, WIC program certification and termination form, medical history of infant or child, mother's follow-up charts, and nutrition histories, from the Maternal and Infant Clinic in conjunction with the WIC(women Infant and Children) program. Used to document progress of patient, program status, nutrition, and medical information concerning the patients health.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 13304

TITLE: Follow-up medical records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 23396

3

TITLE: Immunization inventory records

DATES: 1993-

ARRANGEMENT: Alphabetical by category.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains vaccine inventory information used to conduct inventory reconciliations. The inventories provide medical documentation for vaccines given to state and county health departments and to private providers. Information includes vaccine orders, vaccine shipment and receiving documents, and billing statements.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 03/04/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 23396

TITLE: Immunization inventory records

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 5482

3

TITLE: Maternal and children health conference records

DATES: 1941-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 26554

3

TITLE: Perinatal mortality review records

DATES: 1995-

ARRANGEMENT: Chronological by year, thereunder alphabetical by file

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains medical and vital statistics records collected on perinatal (fetal, infant, and maternal) mortalities in Utah. The information is used to provide timely and pertinent data used to track perinatal health trends in the state. Cases are reviewed by the Perinatal Review Committee which uses the information to provide essential collaboration between public and private health care systems and institutions to promote improved pregnancy outcomes. Statistical information is abstracted for various bureau reports such as the Infant Mortality and Maternal Mortality Reports. Series information includes copies of hospital labor, delivery, postpartum, and intensive care unit records as well as vital statistics, medical transport, and autopsy report records.

RETENTION:

Retain 15 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 02/25/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 26554

TITLE: Perinatal mortality review records

(continued)

APPRAISAL:

Administrative Historical

These records document the history of perinatal mortality in the State of Utah. While some statistical information is abstracted in various perinatal reports kept by the bureau, the complete files will be important for future research.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 5481

3

TITLE: Rheumatic fever case files

DATES: 1944-1950.

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records were collected to document cases of rheumatic fever in the state of Utah. Information includes medical records of rheumatic fever patients and related documents.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition is based on the historical value of these records in documenting the history of disease in Utah.

PRIMARY CLASSIFICATION:

Private

May be permanently restricted under federal HIPAA.